

AV/Technical & Presentation Requirements



Kevin will bring:

- Toshiba PC laptop (Non Mac) with HDMI input,
- Wireless slide advancer.

Contracting Entity is asked to provide:

- Someone energetic to introduce Kevin with their own microphone,
- Sound check at least one hour prior to presentation,
- Printed handouts, if applicable, provided by Kevin,
- Assistance for providing handouts to audience members upon arrival,
- Projector(s) with HDMI port which will be used to connect Kevin's laptop to projector(s).
VGA connector will not work unless adapter also provided,
- Projection screen(s),
- House sound with connection to Kevin's laptop. Sound should never be muted,
- Stage/speaking platform is highly recommended for all audiences,
- Monitor directly in front of stage/platform on audience level and facing stage/platform. If monitor not available, Kevin will use his own laptop. Ensure HDMI cord can reach,
- Lavalier microphone,
- Additional handheld microphone (for audience participation),
- Skirted/covered table on-stage (3 x 6 preferred),
- One chair on-stage.

Notes/Recommendations:

- Ensure a copy of these requirements are provided to AV contact person at contract signing and again at least 48 hours in advance of presentation,
- Laptop can be placed either on stage or at AV table/booth,
- Presentations will be in PowerPoint 2016 format,
- Please check whether your projector system has a VGA or HDMI port. If VGA, you will need to have a HDMI adapter for Kevin's computer,
- Lectern is NOT needed. If lectern is on stage, please remove from center stage and angle it to the side so it does not interfere with Kevin's speaking space and movement,
- Photography and video recording IS ALLOWED and ENCOURAGED! Kevin requires a copy of any videos and photos taken,
- Consider stage lighting so your photography and video quality is maximized,
- Create a #HASHTAG for your event and send to Kevin so he can add to his slides.

For questions, please call #919-633-9931
or email Kevin@KevinCSnyder.com

*Thank
You*